



BISCAYNE NATIONAL PARK
Volunteers In Parks
9700 SW 328th Street
Homestead, FL 33030
(305)230-1144

Front Desk Volunteer:

How many people required: flexible

Goals of this position:

- Staff the front desk of the Visitor Center @ Biscayne National Park
- Respond to visitor questions via phone and in person
- Provide accurate, up-to-date information to park visitors

How many days per week: minium= 1day/week @ 4hrs/week

Duration of position: We ask for a commitment of 80hours spread out at least once a week.

Location of Volunteer Position: Dante Fascell Visitor Center, 328th Street, Homestead, FL 33033

Tasks required:

- Welcome visitors
- Answer visitor questions
- Play park films
- Answer park phone
- Other tasks as assigned

Characteristics of a Front Desk VIP:

- Responsible
- Self starter
- Quick to learn
- Follows directions, but can independently perform tasks once oriented
- Punctual and dependable
- Good with kids of all ages and families

Paperwork Needed:

- Application (OF301) <http://www.nps.gov/bisc/getinvolved/volunteer.htm>
- Agreement, with parental approval if under 18yrs (OF301a)
- Job description (this page will suffice for PD)
- JHA (if needed)

Ranger Contact/Supervisor Information: Elizabeth_Edwards@nps.gov (305)230-1144 x039

Required Training: 2hr orientation, 8hr shadow training

Suggested Training: CPR, First Aid

Other Items to Note: Uniform required (we will provide), 18+ only, no reimbursements available

